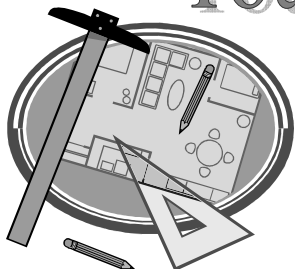


Department of Development
Office of the Building Official
302 North Main Street
Culpeper, VA 22701
540/727-3405 fax 540/727-3461
www.CulpeperCounty.Gov



You want to finish your basement...



Applicant must submit County or Town Zoning Permit with this application.

BASEMENT PACKAGE Checklist and Permit Application

The following checklist must be complete in its entirety and is considered part of the application. This checklist should help you in acquiring the proper documents and the information needed for plan submission. Incomplete or incorrect information may delay the Plan Review Process.

- ☐ Yes
☐ No

Does your basement have an existing window or door that complies with the current USBC code?
If your basement **does not** currently have one of the emergency egress options then you must provide one.

Emergency Egress Requirements: emergency egress is required for all finished basements regardless of when the house was originally constructed. Emergency egress is also required in all basement bedrooms. If your basement does not have one of the emergency egress options, then you must provide one.

All doors & windows utilized as emergency egress must be operable from the inside without the need of a key or tool. The opening used for emergency egress must be a minimum of 5.0 sq. feet.

- Escape window opening directly to the outside (walk-out basement condition) or a window well or areaway. Windows must have a sill 44" or less above the finished floor.
- Door opening directly to outside (walk-out condition) or to bulkhead enclosure (Bilco or similar type door).

Cutting openings in existing basement walls is outside the scope of a Basement Package. Therefore, a plan submission is required for the new openings only, engineered design may be required. All other conditions of the finished basement could be taken from the Basement Package details.

- ☐ Yes
☐ No

Property is located on private well and drain field?

If your property is located on private well and drain field and your renovation includes an additional bedroom, you must obtain written approval from the Health Department prior to your permit being issued.

- ☐ Zoning Permits & Plat from the Town or County of which you reside must accompany building application¹
- ☐ For County Residences a copy of the Health Permit for water/septic² required if adding a bedroom.
- ☐ List the number of bedrooms & bathrooms.
- ☒ Specify Building Code the plans are designed ☐ 2006 IRC. **Effective MAY 1, 2009 only CODE 2006 will be accepted.**
- ☐ Complete the application completely
- ☐ Landowner Affidavit if landowner is performing the work him/herself -- (Affidavit is part of application); or
- ☐ Signature of Legal Landowner, or agent authorization. This too is part of the application in the box marked OWNER. If the homeowner is picking up permit for the contractor, a copy of contract between homeowner and contractor will be submitted on behalf of the Contractor as authorization to make application under his license.

► _____
Owner or Authorized Agent Signature

Date: _____

► _____
Permit Technician Initials indicating each item complete

Date: _____

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Culpeper County

RESIDENTIAL BASEMENT PACKAGE PERMIT APPLICATION

Applicant must submit County or Town Zoning Permit with this application.

Application should reflect actual work being performed.

Not completing this Application completely & correctly may cause delay in the plan review process.

CODE USED

- ☐ 2006 IRC (International Residential Code)
☐ 2006 USBC Administrative

COUNTY RESIDENTS ONLY

- ☐ Health Permit Number _____
☐ Special Conditions _____

USE GROUP Residential is R-5

- Type of water supply: ☐ Public ☐ Community Well ☐ Private (well)
Type of sewage disposal: ☐ Public ☐ Alternative System ☐ Private (septic tank)

Power Company: ☐ Dominion Power ☐ Rappahannock Electric ☐ Town of Culpeper ☐ _____
Size of Service _____ Amps _____ Access Code _____

Information requested is required.

OWNER _____

Address: _____

City/Town State zip code

Date of Birth: _____ / _____ / _____
Month / Date / Year(ex. 1960).

As the owner of this property, I have assigned the following Contractor/Agent to pull this Building Permit on my behalf.

Date: _____

Signature: _____

Representative/Agent Name _____

Telephone: _____

Email Address: _____

Site Address: _____

Directions: _____

Information requested is required.

CONTRACTOR _____

Address: _____

City/Town State zip code

Business Phone: _____

License No. _____ Class _____ Expiration _____

Completed by intake Permit Technician

☐ Contractor License verified _____

Contract Amount: _____

Contract Total Sq. Footage _____

Estimated Time of Construction: _____

CONTACT PERSON _____

Person to answer Plan Review Questions & Permit Pick UP

CONTACT DAY PHONE: _____

CONTACT CELL PHONE: _____

Email Address: _____

IMPORTANT: It is the responsibility of the person issued this permit to insure adherence to all zoning and building regulations. It is the responsibility of the person issued this permit to be responsible to schedule all necessary inspections and a final inspection will be necessary to close this permit.

Signature Owner/Contractor/Agent

Print Name

Date

PERMIT NUMBER _____

REMODEL ☐ Basement Package ☐ Basement w/plans # Bedrooms _____ Full Baths _____ Half Baths _____

All permits require a 2.0% State surcharge effective July 1, 2009.

	<u>YES</u>	<u>DESCRIPTION</u>					
<u>Type of Heating</u>							
Gas							
Oil							
Electric Baseboard							
Electric Furnace							
Heat Pump							
Other-Specify							
<u>Type of Mechanical</u>							
Air Conditioning							
Gas Line							
Other-Specify							

ADMINISTRATIVE FEE SCHEDULE**FOR ADMINISTRATIVE USE ONLY**

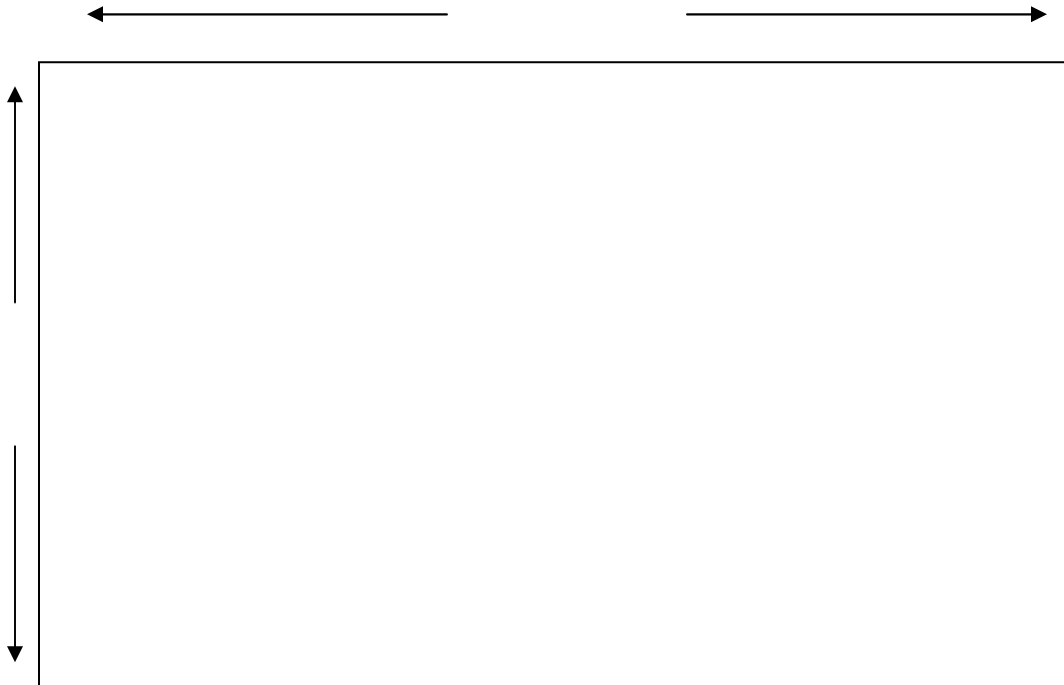
Permit Fee Schedule		Actual Sq. Ft.	Actual Permit Fee	
Finished Basement	\$.15 / sq.ft			
Other-Specify				
Administrative Fee Schedule				
Other				
8x11 \$.25 ea/ 11x17 \$2.00 ea				
Copies				
Other:				
SUBTOTAL Building Fee			\$	
State Levy per USBC	2.0%			
TOTAL Building Fees			\$	
Zoning	50.00			
Other				
TOTAL ALL FEES			\$	

Plan Reviewer Approval

Date

Permit Tech Permit Fee Verified

Date



Show measurements, indicate total square footage of the finished area _____ sq. ft.

Show dimensions of doors and windows (see requirements on the attached Typical Finished Basement Details, page 2 of 9), in addition to identifying each room and its planned use.

NOTE: THIS DOCUMENT CONTAINS IMPORTANT INFORMATION CONCERNING THE VIRGINIA CONTRACTOR'S LICENSING LAW. PLEASE READ CAREFULLY BEFORE SIGNING

All permits require a 2.0% State surcharge effective July 1, 2009.

☐ **OWNER (Acting as Contractor) - AFFIDAVIT**

I _____ of (address) _____ affirm that I am the owner of a certain tract or parcel of land located at _____ in the County of Culpeper and that I have applied for a building permit to erect a structure on said land or repair or improve an existing structure on said land.

I affirm that I am aware of the provisions of Title 54.1, Chapter 11, Code of Virginia that requires a contractor to be properly licensed before he may bid or undertake contracting work of \$1,000 or more. I further certify that I am familiar with the responsibilities of an awarding authority specified in Section 54.1111 of the Code which prohibits any awarding authority from issuing permits or allowing the issuance of such permits to any contractor not properly licensed under the provisions of the Code, and that to do so would constitute the commission of a misdemeanor.

I affirm that I understand that a contractor must be licensed as a **Class C** contractor for any job of \$1,000 or more, but less than \$7,500; that a contractor must be licensed as a **Class B** contractor for any job of \$7,500 or more but less than \$120,000; and that a contractor must be licensed as a **Class A** contractor for any job of \$120,000 or more.

This permit becomes null and void if work or construction authorized is not commenced within 6 months after permit issuance, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. A renewal fee of \$25.00, plus 2.0% State surcharge (\$25.50) shall be applied for 6-month period of inactivity, not to exceed the initial cost of the permit.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Owner

Print Name

Date

☐ **CONTRACTOR – AFFIDAVIT**

I _____ of (address) _____ affirm that I have entered into a contract with (name and address of owner) _____ and that I have applied for a building permit to erect a structure or repair or improve an existing structure on said land known as (site address) _____.

I affirm that I am aware of the provisions of Title 54.1, Chapter 11, Code of Virginia that requires a contractor to be properly licensed before he may bid or undertake contracting work of \$1,000 or more. I further certify that I am familiar with the responsibilities of an awarding authority specified in Section 54.1111 of the Code which prohibits any awarding authority from issuing permits or allowing the issuance of such permits to any contractor not properly licensed under the provisions of the Code, and that to do so would constitute the commission of a misdemeanor.

I affirm that I understand that a contractor must be licensed as follows (please indicate your class); ☐ **Class C** contractor for any job of \$1,000 or more, but less than \$7,500; ☐ **Class B** contractor for any job of \$7,500 or more but less than \$120,000; and ☐ **Class A** contractor for any job of \$120,000 or more.

I affirm that I am duly licensed under the terms of Title 54.1, Chapter 11, Code of Virginia to carry out or superintend this work; OR I am not subject to licensure as a contractor, subcontractor, or owner-developer pursuant to such title. I affirm that I have paid in full any license fees required by any county, city, or town so as to qualify me to bid upon or contract for the work for which this permit has been applied.

This permit becomes null and void if work or construction authorized is not commenced within 6 months after permit issuance, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. A renewal fee of \$25.00, plus 2.0% State surcharge (\$25.50) shall be applied for 6-month period of inactivity, not to exceed the initial cost of the permit.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor/Authorized Agent

Print Name

Date